



**MSP Aviation Noise Blue Ribbon Panel Report to the
Metropolitan Airports Commission Regarding a New MSP
Noise Oversight Committee (NOC) Framework**

MSP Aviation Noise Blue Ribbon Panel
June 18, 2002

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BACKGROUND

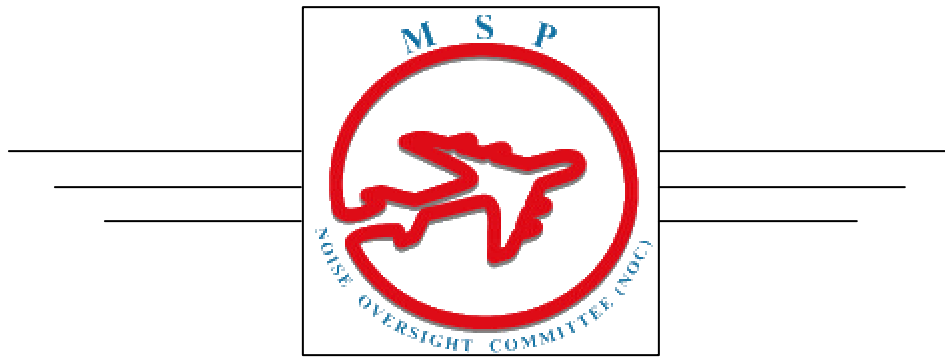
For more than 30 years at the Minneapolis – St. Paul International (MSP) airport the Metropolitan Aircraft Sound Abatement Council (MASAC) provided an airport noise forum comprised of an equal number of community and airport user representatives. On October 31, 2000, the airline members resigned from the Council citing concerns that the organization had become an unbalanced community advocacy group. Concerns focused on the Council's ability to address airport noise issues in a manner that considered all interests and applicable Federal policies. Due to the resignation of the airlines from the Council, the organization was disbanded.

A Blue Ribbon Panel was established to develop a new MSP noise committee framework. Three community and three airport user representatives were appointed by their respective constituencies to serve on the Panel. The community members on the Panel were Barret Lane – a member of the Minneapolis City Council, Jamie Verbrugge – Eagan's Assistant City Administrator, and Jill Smith – former member of the Mendota Heights City Council. The airport user members on the Panel were John DeCoster – Northwest Airlines Regional Director of Airport Affairs, Bob Johnson – member of the Minnesota Business Aviation Association, and Pete Levermore – UPS Airport Properties Representative.

The Panel discussed several topics related to the specific elements associated with a new organizational framework that addressed both airport user and community concerns. The Panel discussion focused on organizational mission, procedures/rules of order, the Metropolitan Airports Commission (MAC) role, staffing roles and responsibilities and the reporting relationship and responsibilities in the MAC's process.

The Panel began their deliberations on December 18, 2001 and concluded on June 18, 2002. Throughout the course of six meetings, the Panel unanimously agreed that an MSP noise committee is critical to the effective development and operation of a major urban airport like MSP.

The Panel developed the attached MSP Noise Oversight Committee (NOC) framework and associated bylaws.



Recommended Framework for the New MSP Noise Oversight Committee (NOC)

⊕ Organizational Mission

Provide a balanced forum for the discussion and evaluation of noise impacts around Minneapolis-St. Paul International Airport through the following functions:

- Identify, study and analyze airport noise issues
- Provide policy recommendations or options to the MAC Planning and Environment Committee and full Commission regarding airport noise issues
- Monitor compliance with established noise policy at MSP
- Ensure the collection of information and dissemination to the public.

The above functions will be conducted in a manner that considers public and airport user concerns, taking into consideration public input/information from the following channels of communication:

- MAC noise office
- MAC Aviation Noise and Satellite Program Website
- MSP Noise News newsletter
- MAC noise complaint and information hotline
- Governmental body official policy development processes
- MAC public hearings
- MAC informational meetings
- Individual NOC members
- MAC Planning and Environment Committee
- Metropolitan Airports Commission meetings.

⊕ Membership

- The Committee will have twelve members with six airport user representatives and six community representatives. The total Committee membership will never exceed twelve members, unless it is the unanimous position of the Committee.
- Community representation will be defined as those communities (5) within or touched by the most recently developed and submitted Part 150 65 DNL contour. The Committee will also have one community member at large, to be selected from, and to represent, the cities of St. Paul, Burnsville, Inver Grove Heights, Sunfish Lake and St. Louis Park.
- The airport user airline and pilot members will be determined by the MSP Airport Airline Affairs Committee (AAAC), with one vote to each of the following - a scheduled air carrier, charter carrier, cargo operator, a chief pilot of an operator at MSP and the Minnesota Business Aviation Association (MBAA). MBAA will appoint its representative. The Committee will also have one airport user member at large, selected by the MSP AAAC.
- Both airport user and community representatives must be vested to represent their constituency and vote accordingly.
- If a member vacancy occurs, the respective constituency will appoint a replacement.
- An alternate member will be appointed by each member organization. Alternates will only be allowed to represent their respective organization in the absence of the primary designee.
- Members will be appointed for a term of two years. The two at-large members will serve for a year term with mandatory community at-large member rotation at the conclusion of a term.

⊕ Procedures/Rules of Order

- Robert's Rules of Order will be the governing doctrine for conduct of business and membership participation/behavior. The Committee may also adopt other rules necessary for the governance of Committee's conduct of business. A rule can only be amended or suspended by a vote of two-thirds of the full Committee.
- Meetings will be scheduled every other month, as determined by the Committee. Meetings will be held if workload/business necessitates. Meetings shall be conducted quarterly at a minimum, unless two-thirds of the members vote not to have a meeting.
- Prior to every meeting, a Committee agenda review session will be conducted for Committee members only. Committee meetings will be open to the public. All decisions, staff direction and votes will be made during the public Committee meeting.
- Meetings will be held during business hours at the MAC General Offices.

- Agendas will be prepared with the consent of both of the co-chairs and distributed at least two weeks prior to the meeting. To vote on an item it must be on the agenda. Items can be added to the agenda for discussion by a two-thirds vote of the members.
- All votes required for the passage of a motion will require a quorum as defined by a majority (one greater than half) of both the community and airport user segments of the organization.
- For the purpose of conducting business, at least half of the full Committee members must be in attendance. Attendance includes meeting participation via conference call or by a designated alternate.
- Sub-Committees will be established on an as needed basis as determined by the organization as a whole and shall be comprised of people with the expertise or vested interest in the area of discussion, with a date certain completion time. Sub-Committees shall be provided a defined task to accomplish and a timeframe within which to complete the task. The composition of Sub-Committees shall be an equal balance of airport user and community representatives.
- Special meetings can be called by the Committee as a whole or by the mutual consent of the co-chairs.

⊕ Metropolitan Airports Commission Role

- MAC staff shall act as a technical advisor to the Committee.
- MAC Commissioners are invited to attend each meeting and participate in discussions, but are not eligible to vote.
- Annual work plans will be developed in consultation with the MAC Planning and Environment Committee. The work plan will be submitted annually to the Metropolitan Airports Commission for informational purposes.
- MAC staff will sponsor quarterly public comment meetings for the general public. The meetings will be held in the evening hours at the MAC General Offices. MAC staff will brief monthly operations reports and the public will be welcomed to make comments. The meetings are not intended to be a discussion forum. Committee members are invited to attend these meetings.
- A memo summarizing the comments from the public comment meetings will be provided to the Committee and the MAC Planning and Environment Committee on a quarterly basis.

⊕ Staffing Roles and Responsibilities

- The MAC staff will receive direction from the Committee with regard to staff development of technical documents, analyses and information requests.

- MAC staff will provide administrative and technical support to the organization in an unbiased manner with equal access to all members.

⊕ Reporting Relationship and Responsibility in MAC's Process

- Actions by the Committee will be forwarded to the MAC Planning and Environment Committee for review, and forwarded to the full Commission.
- The co-chairs will provide a report to the MAC Planning and Environment Committee on an annual basis.
- Each member will be responsible for reporting to his or her respective appointing authority.

⊕ Additional Elements

- **Co-Chairmanship:** One primary representative from the user side and one from the community side will be selected by their respective constituencies to serve as co-chairpersons on the Committee. The presiding chairperson will alternate every other meeting.
- **Advisory Functions:** Advisory functions to the Committee include the Federal Aviation Administration, Air Transport Association, Minnesota Air National Guard, the U.S. Air Force and the Metropolitan Council.



BYLAWS

MSP Noise Oversight Committee (NOC)

ARTICLE I

Committee Mission

Provide a balanced forum for the discussion and evaluation of noise impacts around Minneapolis-St. Paul International Airport through the following functions:

- Identify, study and analyze airport noise issues and solutions
- Provide policy recommendations or options to the MAC Planning and Environment Committee and full Commission regarding airport noise issues
- Monitor compliance with established noise policy at MSP
- Ensure the collection of information and dissemination to the public.

The above functions will be conducted in a manner that considers public and airport user concerns, taking into consideration public input/information from the following channels of communication:

- MAC noise office
- MAC Aviation Noise and Satellite Program Website
- MSP Noise News newsletter
- MAC noise complaint and information hotline
- Governmental body official policy development processes
- MAC public hearings
- MAC informational meetings
- Individual NOC members
- MAC Planning and Environment Committee
- Metropolitan Airports Commission meetings.

ARTICLE II

Membership

1. The Committee membership shall consist of twelve officially designated representatives or, in the absence of designated representatives, the alternative representatives, with authority to act upon all matters within the purview of the Bylaws.

2. The airport users and communities shall have an equal number of members and votes on the Committee.
3. The MSP Airport and Airline Affairs Committee (AAAC) shall make airline and pilot appointments, except for the Minnesota Business Aviation Association (MBAA).
4. (a) Community representation will be defined as those communities within or touched by the most recently developed and submitted Part 150 DNL 65 contour. The following communities shall be entitled to one seat each on the Committee: Bloomington, Eagan, Mendota Heights, Minneapolis and Richfield and shall each appoint one primary representative and one alternate representative. Such communities shall be referred to as the “Designated Communities.”

(b) The following communities shall be entitled to share as a group, on a rotating basis, one seat on the Committee: Burnsville, Inver Grove Heights, St. Louis Park, St. Paul and Sunfish lake. Such communities shall be referred to as the “At-Large Communities.” The seat shall rotate among the communities in the following order: Burnsville, Inver Grove Heights, St. Louis Park, St. Paul and Sunfish Lake. When each community has held the seat for one term of appointment, the seat shall pass to the community next in order, returning to the first community when the order is completed. The community which holds the seat shall appoint the At-Large Communities’ primary representative. The community which is next in order to hold the seat shall appoint the At-Large Communities’ alternate representative. Absent contrary action by the appointing community, the alternate representative shall become the primary representative when the seat rotates.

(c) Taken together, Designated Communities or their primary and/or alternate representatives and At-Large Communities or their primary and/or alternate representative shall be referred to as “communities” or “community representatives.”
5. The respective appointing authority shall file with the MAC the designated representative and alternate, setting forth their names and mailing address. Thereupon, representation on the Committee will be confirmed by issuance of a certificate of membership to each such representative and/or alternate representative.
6. Primary representatives and alternate representatives of Designated Communities and Users shall be appointed to serve for two (2) years. The Primary representative and alternative representative of At-Large Communities and Users shall be appointed to serve for one (1) year. Alternate representatives will only be allowed to represent their respective organization in the absence of a primary representative.

7. The composition of the Committee is as follows:

USER REPRESENTATION

- 1 – Scheduled airline representative
- 1 – Cargo carrier representative
- 1 – Charter operator representative
- 1 – Chief Pilot representative
- 1 – Minnesota Business Aviation Association (MBAA) representative
- 1 – At-Large Airport User representative, as selected by the MSP AAAC

CITY REPRESENTATION

- 1 – City of Minneapolis representative
 - 1 – City of Richfield representative
 - 1 – City of Mendota Heights representative
 - 1 – City of Bloomington representative
 - 1 – City of Eagan representative
 - 1 – At-Large Communities representative
8. The total Committee membership will never exceed twelve members. Modification of total membership numbers must be by a unanimous vote of the Committee.
 9. Input may be sought from organizations or agencies that deal directly with aircraft noise abatement programs to include: Air Transport Association of America (ATA), Federal Aviation Administration (FAA), Minnesota Air National Guard, U.S. Air Force Reserve, MAC, Metropolitan Council and any other organization or agency with majority approval by the Committee.

ARTICLE III

Powers and Duties of Membership

Subject to the voting provisions herein set forth, the membership shall have the following powers and duties:

1. Both airport user and community appointed members must be vested to represent their constituency and vote accordingly.

ARTICLE IV

Voting Rights of Membership

1. At all meetings of the Committee, attendance by four (4) airport user representatives and four (4) community representatives shall constitute a quorum

for voting/action purposes. For the purpose of conducting meetings, at least half, six (6), of the Committee members must be in attendance. Attendance includes meeting participation via conference call.

2. There shall be equal representation of airport user and community membership on the Committee and, to that end, for purposes of voting on all matters requiring a vote of the Committee, each representative, both user and community, shall have one (1) vote, which in the absence of a representative may be his or her duly designated alternate representative.
3. These Bylaws may be amended or altered by the vote of a super majority of the membership present at any meeting, provided that notice of such proposed amendments shall have been given fourteen (14) days prior to a general membership meeting.

ARTICLE V

Co-Chairpersons

The airport user and community segments of the Committee shall each select a Co-Chairperson who will serve at the pleasure of the appointing group. Each Co-Chairperson will serve for a two (2) year term or until his/her representation on the Committee terminates, or until replaced by the appointing group, whichever occurs first.

The powers and duties of the Co-Chairpersons are as follows:

1. To review and approve agendas – approval by both of the co-chairs is required for agenda approval.
2. To preside over meetings - the presiding Chairperson will alternate every other meeting.
3. By the mutual consent of the Co-Chairpersons, special meetings may be called, or upon request of a majority of the Committee, four (4) users and four (4) community representatives.
4. To sign as Co-Chairpersons of this Committee, all instruments in writing that may require such signature, unless the membership shall otherwise direct, and to perform such other duties and tasks as these Bylaws or as the membership shall from time to time prescribe.
5. Each segment of the Committee, by a majority vote, shall elect their respective Co-Chairperson.

ARTICLE VI
Technical Advisor

The Manager of the MAC Aviation Noise and Satellite Programs office will act as the Technical Advisor to the Committee. The Technical Advisor shall perform the following functions:

1. To prepare the agenda for meetings of the Committee, which shall include any items for consideration proposed to him/her by any airport user or community representative with the consent of at least one Co-Chairperson.
2. To keep a full and complete record of the proceedings of the Committee and of the meetings of the members.
3. To maintain an up-to-date roster of Committee membership and of the representatives of each member corporation, association, governmental body and unit including the date of appointment and time of service of each representative. He/she shall inform each member as to the termination of the term of service of each representative, no less than sixty (60) days prior to such termination.
4. To make service and publication of all notices that may be necessary or proper. In the case of absence of the Technical Advisor or the Committee's Designee to make service or publication of any notice then such notice may be signed, served and published by the Co-Chairpersons or, in the absence of one of the Co-Chairs, by one of the Co-Chairpersons, or by any person thereunto authorized by any of them or by the Committee.

ARTICLE VII
Technical Studies

1. The Committee at its own determination, by a majority vote, or at the request of the Technical Advisor, may retain the services of independent technical experts and consultants as deemed necessary in the performance of the Committee's functions.
2. All services that are retained for the purpose of supporting Committee initiatives will be conducted within the budgetary limits of the MAC Aviation Noise and Satellite Programs Office.
3. In aid of the Committee's mission, the Committee may ask agencies, corporations, associations, and governmental bodies to make available to the Committee technical advice, and the services of their technical personnel reasonably required for the purpose of studies instituted by the Committee.

4. Studies and reports of technical personnel retained by the Committee for such purpose shall be available to the Committee in aid of its performance of its functions but shall not constitute studies or reports of the Committee unless duly adopted by it.

ARTICLE VIII

Committee Meetings

1. Meetings will be scheduled every other month (odd numbered months) – day to be determined by the Committee. Meetings will be held if workload/business necessitates as mutually determined by the Co-Chairpersons. If any regular meeting day falls on a Saturday, Sunday or holiday, then the meeting shall occur on the next business day thereafter. Special meetings of the Committee shall be established through the mutual consent of the Co-Chairpersons or by a majority vote of the Committee.
2. Prior to every meeting, a Committee agenda review session will be conducted for Committee members only. Committee meetings will be open to the public. All decisions, staff direction and votes will be made during the public Committee meeting.
3. The Technical Advisor or the Committee's designee shall distribute notice of general or special meetings of the Committee at least two (2) weeks prior to the meeting to each representative at his/her mailing address currently on file with the MAC. Such notice shall set forth the agenda of the meetings and no matters requiring Committee action may be considered which are not on the agenda unless the Committee, by a super majority vote of representatives in attendance, elects to consider such matters. Each Committee agenda will include a review of any comment trends, topics or issues raised via the Committee's recognized channels of communication.
4. All meetings shall be held during business hours at the general offices of the MAC or at such other place or places as from time to time the Committee by majority vote of representation in attendance at a meeting determines. The place of meeting or alternative place of meeting shall be set forth in notices of meetings.

ARTICLE IX

Sub-Committees

Sub-Committees will be established on an as needed basis as determined by the organization as a whole, and will be comprised of people with the expertise or a vested interest in the area of discussion, with a date certain completion time. Sub-Committees shall be provided a defined task to accomplish and a timeframe within

which to complete the task. The composition of Sub-Committees will always be an equal balance of airport user and community representatives.

ARTICLE X Procedures and Rules of Order

Robert's Rules of Order will be the governing doctrine for conduct of business and membership participation/behavior. The Committee may also adopt other rules necessary for the governance of the Committee's conduct of business. A rule can only be amended or suspended by a vote of two thirds of the full Committee.

ARTICLE XI Reporting Relationship and Responsibility in MAC's Process

1. Annual work plans will be developed in consultation with the MAC Planning and Environment Committee. The work plan will be submitted annually to the Metropolitan Airports Commission for informational purposes.
2. Actions by the Committee will be forwarded to the MAC Planning and Environment Committee for review, and forwarded to the full Commission.
3. The Co-Chairs will provide a report to the MAC Planning and Environment Committee on an annual basis.
4. Each member will be responsible for reporting to his or her respective appointing authority.